

# TRAINING CALENDAR

October, November, December 2008

TABLE OF CONTENTS	PAGE(S)
CPR/First Aid	1
Basic Level Courses	2
Intermediate Level Workshops	3, 4, & 5
Upcoming Conferences & Events	6
Provider Information and Features	7
Workshop Guidelines	8
Training Times	Pink Insert
Registration Form	Lime Green Insert
Early Learning Guidelines	Yellow Insert

## CPR/First Aid Training

The following facilities provide CPR and/or First Aid Training. Please call for dates and registration information.

**Healthy Child Care Alabama (Chambers & Tallapoosa)**  
Contact Debbie Parker at 205-280-5700

**Healthy Child Care Alabama (Lee, Macon, Russell)**  
Contact Ann Fox, RN at 334-293-6438

**Health Resource Center (East Alabama Medical Center)**  
CPR - 334-705-1400 or 888-326-EAMC  
First Aid - 334-705-1260 or 888-326-EAMC

**Lee County American Red Cross**  
First Aid/CPR – 334-749-9981

**Russell County American Red Cross**  
First Aid/CPR - 334-298-3631

## **Can't Find a CPR Class to Fit Your Schedule?**

Lee County American Red Cross can help! If you have a group of 6 or more people who need CPR and/or First Aid training, Lee County American Red Cross will work with you to schedule CPR training based on your needs. Call 334-749-9981 for more information!

# Basic Level Courses

## NEW EMPLOYEE TRAINING Welcome to Child Care

### 12 Hours/1.2 CEUs

This class is designed to meet the Minimum Standards requirements for **new employees** in child care centers or group homes. If you are newly employed or simply interested in working in the child care profession, this course is for you.

*AMSA - Meets all Alabama Minimum Standards Areas*  
*CDA – Areas 1-8*

**Please note that you must attend all 12 hours (2 days) to receive credit for the class. While a lunch break is scheduled, lunch is not provided, so please make arrangements as necessary.**

- Monday, October 6, 9:00am – 4:00pm **and** Tuesday October 7, 8:00am – 2:30pm
- Monday, November 3, 9:00am – 4:00pm **and** Tuesday, November 4, 8:00am – 2:30pm
- Monday, December 1, 9:00am – 4:00pm **and** Tuesday, December 2, 8:00am – 2:30pm

Location: CCRC     **\*\*Registration deadline is the Friday before the class start date\*\***  
Cost: **FREE**

## Administrative Basics

### 20 Hours/2.0 CEUs

- A 20 hour course
- Designed for new directors, administrators or individuals interested in opening a child care center
- Meets DHR requirements

<b>“Setting the Tone”</b>	Monday, November 17, 12:00 – 4:30pm
<b>“Regulatory Agencies” &amp; “Fiscal Management”</b>	Tuesday, November 18, 12:00 – 4:30pm
<b>“Developing Program Policies”</b>	Wednesday, November 19, 12:00 – 4:30pm
<b>“Staffing and Staff Handbook”</b>	Thursday, November 20, 12:00 – 4:30pm
<b>“Establishing True Partnerships with Parents”</b>	Friday, November 21, 12:00 – 4:30pm

*ASMA – Administration*  
*CDA – Area 5*

Location: CCRC  
Cost: **FREE**

**\*\*Registration deadline is November 10\*\***

Child Care Resource Center’s training is open to all persons regardless of race, color, national origin, handicapping disability, age, sex, political beliefs, or religion. If your attendance is hindered by transportation, language, location or for any other reason, you may contact the office at 334-749-8400. As resources are available, attempts will be made to overcome obstacles that hinder attendance.

# INTERMEDIATE LEVEL WORKSHOPS

## **To Cardboard Tubing & Beyond: 101 Ways (& counting) to Use Junk in your Classroom**

**Cost: FREE                      2 Hours/ .2 CEUs**

Participants will learn many uses for “junk” in the classroom from cardboard tubes to recycled newspapers. Participants will learn about the importance of creative thinking and how to encourage it in a classroom setting. Participants will leave with practical and money saving ideas.

*Alabama Minimum Standards Area – Child Development/Quality Child Care  
CDA – Areas 2 & 8*

**\*\*Tuesday, October 14, 6:00 – 8:00pm**

**\*\*Registration deadline is October 7\*\***

Location: CCRC

## **Improving Parent/Provider Relationships**

**Cost: FREE                      2 Hours/.2 CEU's**

This training will focus upon the vital importance of relationships and effective communication techniques between parents and providers.

*Alabama Minimum Standards Area – Child Care Professional & the Family  
CDA – Areas 5 & 6*

**\*\*Thursday, October 16, 6:00 – 8:00pm**

**\*\*Registration deadline is October 9\*\***

Location: CCRC

## **The Autism Spectrum (REPEAT)**

**Cost: FREE                      2 Hours/.2 CEU's**

This session will be presented by United Cerebral Palsy (UCP). Participants will learn about the different levels of autism

*ASMA – Child Development/Positive  
Discipline & Guidance/Child Care  
Professional & the Family*

*CDA – Areas 3, 4, 7 & 8*

**Tuesday, October 28, 6:00 – 8:00pm CDT**

Location: Lake Martin United Way, 19 Main Street, Alexander City, AL

**Tuesday, November 18, 6:15 – 8:15pm EDT**

Location: Christian Child Development Center, First Baptist Church, 2608 Summerville Rd., Phenix City, AL

## **Grey Matters: Brain Development**

**Cost: FREE                      2 Hours/.2 CEU's**

This training will discuss how connections in the brain are formed and offer up ways that providers can promote and stimulate the brain

*ASMA – Child Development/ Language  
Development*

*CDA – Areas 1& 2*

**Thursday, November 6, 6:00 – 8:00pm**

Location: CCRC

**\*\*Registration deadline is October 30\*\***

# INTERMEDIATE LEVEL WORKSHOPS

## Challenges in Child Care

**Cost - FREE**

**2 Hours/.2 CEU's**

Brainstorm different situations that make for challenges in your daily child care program. Discover strategies to move through those challenging situations.

*AMSA –Quality Child Care*

*CDA – Area 8*

**Thursday, November 20, 6:00 – 8:00pm**

Location: Greenwood Missionary Baptist Church, 1520 Washington, Ave, Tuskegee, AL

**Tuesday, December 9, 5:30 – 7:30CDT**

**6:30 – 8:30EDT**

Location: Chambers County DHR, 410 9<sup>th</sup> Ave SW, Lafayette, AL

## Music & Movement Throughout the Day

**COST- FREE**

**2 Hours/ .2 CEU's**

Discover new songs and activities to make your day fun and interactive

*ASMA – Quality Child Care/Language Development*

*CDA – Areas 2 & 8*

**Monday, November 24, 6:00pm – 8:00pm**

**\*\*Registration deadline is November 17\*\***

Location: CCRC



## Need More Training?

Specialized training sessions are available for your staff on a limited basis. There must be a minimum of 10 participants. Call Belinda Paul at 334-749-8400, ext. 19 to schedule a session.

# INTERMEDIATE LEVEL WORKSHOPS

**COST- FREE**      **Holiday Fun**      **2Hours/ .2 CEU's**

Come and explore different ways to incorporate seasonal activities into your daily schedule

*ASMA – Quality Child Care/Child Development*  
*CDA – Areas 2 & 8*

**Thursday, December 4, 6:00pm – 8:00pm**

Location: CCRC

**\*\*Registration deadline is November 27\*\***

**Sensory Ideas for Science**  
**Cost: FREE**      **2 Hours/.2CEUs**

This class will focus on different ways that teachers can engage and support children's development through the use of their senses.

*ASMA – Quality Child Care/Child Development*  
*CDA - Areas 2 & 8*

**Saturday, December 6, 9:00 – 11:00am**

Location: CCRC

**\*\*Registration deadline is November 28\*\***



# Upcoming Conferences & Events

The Child Care Resource Center's Lending Library  
WILL BE open 1 hour before  
ALL Lee County training sessions.

## Focal Conference

November 21st – 22nd, 2008

**FOCAL 36<sup>th</sup> Annual Training Conference and SRBWI  
State Gathering  
in Montgomery, Alabama at the Embassy Suites  
For more information please call 1-334-262-3456 or 1-  
800-300-0232  
or go online at [www.focalfocal.org](http://www.focalfocal.org)**

**Save the Date  
Workshop Saturday  
February 28, 2009**

**Guest Presenter Julie Austin**

**This will be a fun filled day of music, movement, and humor with new ideas and activities for your child care program.**

***Attention Child Care Providers:  
Effective October 1<sup>st</sup> laminating  
will be limited to 5 yards per  
person per quarter.***

Please allow up to five business days for your laminating to be completed. You will receive a call when your lamination is ready for you to pick up. Please be sure to label each item with your name and a phone number where you can be reached. Book binding will be available for you to do as your time allows.

## **Attention Child Care Providers:**

You have or will soon receive a copy of the new Alabama Early Learning Guidelines. This quarter Child Care Resource Center will be offering the Early Learning Guidelines Course. See the Insert and the STARS Newsletter for more information.

# Provider Information and Features

## CCRC's RESOURCE PLACE

**BIG NEWS!** The Resource Place is holding a raffle! If you are a member, each time you visit the Resource Place during operating hours you will have the opportunity to be entered in the raffle for a special surprise! Congratulations to Angela Hall, who won the Fall quarter raffle.

### OPERATING HOURS

Monday through Friday, 8:30 – 4:00pm

If you have any questions, contact Carol Samuel at 334-749-8400, ext. 26.

**If you would like an appointment outside of the operating hours, please contact Carol to schedule a time.**

## STARS MEMBERS

It is suggested that STARS participants follow these guidelines when registering for classes:

Level I – Basic Classes

Level II – Intermediate Classes

Level III – Intermediate & Advanced Classes

Level IV – Advanced Classes

## CCRC's Provider Workroom

•Die cuts

•Book Binding

•Big book Patterns

•Poster Machine

•Laminating

•Art Waxing

No membership is required. Die cut machines are available for use during operating hours (8:00am – 4:30pm, Monday through Friday). Be sure to bring paper!

For all other services we require a 24-hour minimum turnaround time, as resources are limited. You may leave items with the receptionist. If same-day service is needed, please phone in advance and, based on staffing, we will determine if the needs can be met that day. Call 334-749-8400 for more information.



# Training Guidelines

1. Please register using the **registration form only**. **Walk-ins the day of the training and phone registrations will not be accepted**. Registration forms may be duplicated.
2. Registrations must be received by the registration deadline date (one week prior to the workshop). **Registrations received after that date may not be accepted**.
3. Registration forms must be mailed or given to a Training staff member or the CCRC Receptionist personally. **Registration forms can NOT be accepted at a workshop. FAXES are not accepted**.
4. If a workshop is at full capacity, you will be placed on the "wait list." You will receive notification of wait list status by mail. If space becomes available, you will receive notification by phone by the day prior to the class.
5. Workshops will begin at their scheduled times. You are expected to arrive on time and stay the duration of the workshop in order to get full credit. **THE DOORS WILL BE LOCKED AFTER THE WORKSHOP BEGINS**. No one will be allowed in after the doors are locked without prior approval from a CCRC staff member.
6. **Children are not permitted at ANY training session**. Please make other arrangements for your children.
7. Cancellations will be accepted up to 24 hours prior to the workshop. **It is very important that if you are not going to attend to call and cancel so that registrants on the wait list may be contacted**.
8. CCRC reserves the right to cancel classes with less than 10 participants.



Non-Profit Org  
U.S. Postage  
Paid  
Opelika, AL  
Permit # 413